

## CHILDREN'S SERVICES RISK ASSESSMENT TEMPLATE FORM RATF-001

## Tools Risk Assessment

To be completed using: Children's Services Safety Guidance Procedure SGP 01/07 (Risk Assessment)

<b>Location / Site</b>	Purbrook Infant School
<b>Activity / Procedure</b>	Using tools in the Forest School
<b>Assessment date</b>	24/05/17
<b>Assessment serial number</b>	Insert local serial/identification number for future reference

<b>Identify hazards</b>	Record all hazards that could cause harm or injury – add appropriate detail about the type and location of hazards
<p><b><u>Bow Saw</u></b></p> <ul style="list-style-type: none"> <li>• Transportation of Bow saw- Injury sustained during transport of Bow Saws</li> <li>• Bow saw slipping through use- Cuts</li> <li>• Bow saw blade snapping- Cuts</li> <li>• Bow saw trapping hand- Cuts</li> </ul>	
<p><b><u>Palm Drill</u></b></p> <ul style="list-style-type: none"> <li>• Transportation and storage of Palm drills- Injury sustained during transport of Palm drills</li> <li>• Palm drill slipping off target when in use-Bruises and cuts</li> <li>• Palm drill failing-Bruises and cuts</li> <li>• Palm drill snapping-Cuts</li> </ul>	
<p><b><u>Sheath knife and Peelers</u></b></p> <ul style="list-style-type: none"> <li>• Transportation and storage of Sheath knife and Peelers- Injury sustained during transport of Sheath knife and Peelers</li> <li>• Sheath knife and Peelers slipping during use- Cuts</li> <li>• Sheath knife and Peeler blades snapping- Cuts</li> </ul>	
<p><b><u>Bill Hook</u></b></p> <ul style="list-style-type: none"> <li>• Transportation and storage of Bill hook- Injury sustained during transport of Bill</li> </ul>	

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- Hooks
- Bill hook slipping during use-Cuts
  - Bill hook bouncing off- Cuts
  - Missing Bill hook when hitting with a piece of wood- Bruises (breaks of fingers), splinters
  - Bill hook blade snapping- Cuts

- Loppers and Secateurs**
- Transportation and storage of Loppers and Secateurs- Injury sustained during transport of Loppers and Secateurs
  - Loppers and Secateurs slipping during use- Cuts
  - Loppers and Secateurs bouncing off- Cuts
  - Lopper and Secateurs' blades snapping- Cuts

- Mallet**
- Transportation and storage of Mallets- Injury sustained during transport of Mallets
  - Mallets slipping off the target when it is in use-Bruises
  - Mallet failing-Bruises
  - Mallet hitting fingers- Bruises fractures of finger bones

- Fire Steel**
- Transportation of Fire Steels- Injury sustained during transport of Fire Steels
  - Fire Steel being struck-Burns
  - Breakage and damage to the Fire steels-Cuts
  - Storage of Fire Steels- Misuse of Fire steels

Identify people at risk	Circle boxes where persons may be affected by hazards	
<b>Employees</b>	<b>YES</b>	<b>NO</b>
<b>Visitors</b>	<b>YES</b>	<b>NO</b>
<b>Contractors</b>	<b>YES</b>	<b>NO</b>
<b>Vulnerable persons</b>	<b>YES</b>	<b>NO</b>
<b>Pupils</b>	<b>YES</b>	<b>NO</b>

Existing level of risk	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
Control measures	List your control measures required to reduce risk – add		

	appropriate detail about the type and location of controls
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### **Bow Saw**

**Transportation of Bow saw** - All Bow Saws to have their blade guard on when not being used and in the tool bag. Tool talk given before each use. Ensure group have understanding of how to carry the tool correctly.

**Bow saw slipping through use-** Tool maintenance keeps Bow saw sharp and useable. Glove to be worn on non-sawing hand. Group to have full understanding of how to position the tool and themselves correctly when using it so if a slip occurs it will not make contact with them or any other member of the group.

**Bow saw blade snapping-** Regular effective maintenance of tools/ Glove worn on non-sawing hand. Group to be informed of how the blade should look and that if it doesn't resemble that they should report it immediately to the leader. Tool to then be decommissioned. Tools to be inspected by the Forest School Leader prior to use.

**Bow saw trapping hand-** Hand guard on tools. Glove worn on non-sawing hand. Correct position of saw and person using the saw when in use to be followed.

### **Palm Drill**

**Transportation and storage of Palm drills-** Tool talk given before each use. Ensure group have understanding of how to carry the tool correctly. Drills kept in designated locked tool box when not in use which is kept inside locked cupboard in school hall.

**Palm drill slipping off target when in use-**Regular and effective tool maintenance.

Gloves to be worn on non-drilling hand. To ensure group have a full understanding of how to position the tool and themselves correctly when using it so if a slip occurs it will not make contact with themselves or any member of the group The group should know that if a problem has occurred with a tool it should be reported immediately to the Forest School Leader. The Leader will decommission the tool if it is broken. Always drill items that are placed on a stump and never whilst holding the item in your hand.

**Palm drill failing-**Drills kept in designated tool box when not in used. Gloves to be worn on non-drilling hand. Group to fully understand the use and storage of the tool.

**Palm drill snapping-** Regular effective maintenance of tools/. Group to be informed of how the drill bit should look, group should know that if a problem occurs with the drill they should report it immediately to the Forest School Leader. Tool to then be decommissioned. Tools to be inspected by Forest School Leader prior to use.

### **Sheath knife and Peelers**

**Transportation and storage of Sheath knife and Peelers-** All Sheath knives to be kept in sheaths when not being used. Peelers to be kept in designated locked tool box when not in use. Tool talk given before each use. Ensure group have understanding of how to carry the tool correctly in its designated holder. All knives and peelers to be kept in a locked container until supervised use begins.

**Sheath knife and Peelers slipping during use-** Tool maintenance keeps sheath knife and peelers sharp and useable. Glove to be worm on non-cutting hand. Group to have full understanding of how to position the tool and themselves correctly when using it so if a slip occurs it will not make contact with them or any other member of the group

**Sheath knife and Peeler blades snapping-** Regular effective maintenance of tools. Glove worn on non-cutting hand. Group to be informed of how the blade should look group should know that if a problem occurs with the knife they should report it immediately to the Forests

School Leader. Tool to then be decommissioned. Tools to be inspected by Forest School Leader prior to use.

**Bill Hook- (To be used by adults only)**

**Transportation and storage of Bill hook-** All Bill Hooks to be kept in sheaths when not being used and in tool bag. Tool talk given before each use. Ensure group have understanding of how to carry the tool correctly. All Bill Hooks to be kept in a locked container until the supervised use begins.

**Bill hook slipping during use-**Tool maintenance keeps Bill Hook sharp and useable. Gloves to be worn on the hand that pushes down the blade. Group to have full understanding of how to position the tool and themselves correctly when using it so if a slip occurs it will not make contact with them or any other member of the group

**Bill hook bouncing off-** Tool maintenance keeps Bill Hook sharp and useable. Gloves to be worn on the hand that pushes down the blade. Group to have full understanding of how to position the tool and themselves correctly when using it so if a slip occurs it will not make contact with them or any other member of the group. Keep hands away from holding the wood when splitting, never beneath the blade.

**Missing Bill hook when hitting with a piece of wood-** Partners to use 3 questions and responses before allowing the Bill Hook to be hit. If piece of wood is unsuitable replace with another piece of wood.

**Bill Hook blade snapping-** Regular effective maintenance of tools. Group to be informed of how the blade should look. Group should know that if a problem occurs with the knife they should report it immediately to the Forest School. Tool to then be decommissioned. Tools to be inspected by Forest School Leader prior to use.

**Loppers and Secateurs**

**Transportation and storage of Loppers and Secateurs-** Tool talk given before each use. Ensure group have understanding of how to carry the tool correctly. All loppers to be kept in a locked container until the supervised use begins.

**Loppers and Secateurs slipping during use-** Tool maintenance keep Loppers and Secateurs sharp and useable. No gloves to be used to prevent slipping. Group to have full understanding of how to position the tool and themselves correctly when using it so if a slip occurs it will not make contact with them or any other member of the group. Group know size of wood they can cut with loppers and secateurs.

**Loppers and Secateurs bouncing off-** Tool maintenance keeps Loppers and Secateurs sharp and useable. No gloves to be used to prevent slipping. Group to have full understanding of how to position the tool and themselves correctly when using it so if a slip occurs it will not make contact with them or any other member of the group.

**Lopper and Secateurs' blades snapping-** Regular effective maintenance of tools. Group to be informed of how the blade should look group should know that if a problem occurs with the Loppers and Secateurs they should report it immediately to the Forest School Leader. Tool to then be decommissioned. Tools to be inspected by Forest School Leader prior to use.

**Mallet**

**Transportation and storage of Mallets-** Tool talk given before each use. Ensure group have understanding of how to carry the tool correctly. Mallets kept in designated tool box when not in use.

**Mallets slipping off the target when it is in use-** Regular and effective tool maintenance.

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No gloves worn on tool hand to prevent slipping. To ensure group have a full understanding of how to position the tool and themselves correctly when using it so if a slip occurs it will not make contact with themselves or any member of the group The group should know that if a problem has occurred with a tool it should be reported immediately to the Forest School Leader. The Forest School Leader will decommission the tool.

**Mallet failing-** Mallet kept in designated tool box when not in used. No gloves to be worn on tool hand to prevent slipping. Group to fully understand the use and storage of the tool.

**Mallet hitting fingers-** Users made aware of safe use. Ensure that group understand how to position hands when using the mallet.

**Fire Steel**

**Transportation of Fire Steels-** Tool talk given before each use. Ensure group have understanding of how to carry the tool correctly. Fire steels kept in designated locked tool box when not in use. Tie long hair back and keep scarves away.

**Fire Steel being struck-**Group instructed to strike away from body and facing upwind to prevent burns from ignition of tinder. Only to be used on flammable material as per instructed by the Forest School Leader. Suitable ratio of adults to children to be maintained.

**Breakage and damage to the Fire Steels-**Regular effective maintenance of tools. Group to be informed of how the steel should look. Group should know that if a problem occurs with the steel they should report it immediately to the Forest School Leader. Tool to then be decommissioned. Tools to be inspected by the Forest School Leader prior to use.

**Storage of Fire Steels-** Fire Steels to be counted out and back in when being used.

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Assessor's comments</b>	Insert comments relevant to findings as appropriate
<p>On the day risk assessments will take place when planning to use the tools. The risk assessment document will be updated with the introduction of any new tools. Forest School Leaders will assess the appropriateness of certain tools with different year groups. Individual risk assessments for vulnerable children and adults will be completed with regards to tool use. Forest School Leaders will assess if the weather conditions are appropriate to use the tools.</p>	

<b>Name of assessor</b>	<b>Signature of assessor</b>	<b>Date</b>
Emma Owen and Lucy Rolfe	E. Owen L.Rolfe	24.05.17

<b>Manager's comments</b>	Insert comments relevant to assessment as appropriate
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<b>Name of manager</b>	<b>Signature of manager</b>	<b>Date</b>
Lara Jelliff		<b>02/09/17</b>

<b>Risk assessment reviews</b>	Set future review dates & sign/comment upon completion
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<b>Review date</b>	<b>Reviewed by</b>	<b>Reviewer signature</b>	<b>Remarks</b>
06/09/18	Lucy Rolfe		
10/09/19	Lucy Rolfe		
10/11/20	Lucy Rolfe		<b>Update re: small tools in a padlocked tool box which is kept inside locked cupboard.</b>
13/09/21	Lucy Rolfe		
30/09/22	Lucy Rolfe		